

U.S. Agency for International Development

USAID/Egypt

Dear Sir/Madam:

Thank you for your interest in our USAID RFP No. 263-02-P-07, which is seeking proposals from Egyptian or U.S. firms or organizations that are interested in providing the services as detailed in the above Request for Proposals. There were a number of questions asked about a variety of topics. This will attempt to summarize the questions and provide clarification to those organizations interested in submitting a technical proposal.

PROCESS

We are asking each organization that is interested in submitting a technical proposal to provide information that thoroughly addresses all of the Evaluation Criteria. USAID/Egypt will evaluate your proposals in accordance with all of the evaluation criteria contained in Section M- Evaluation Factors for Award, of the above RFP, provided to all bidders who requested that document. In addition to Section M, please review Sections C and L carefully as they will form the basis for our decision. After USAID has received and reviewed your technical proposal we will discuss with the most qualified organizations, how to prepare a cost proposal. There is no need to provide anything but a technical proposal at this time.

Technical proposals should be submitted to USAID Building in New Maadi, Cairo, Egypt. Please address the envelope to:

**MARCELLE MORCOS
Office of Procurement
USAID/Egypt
Plot 1/A off El Laselki Street, New Maadi
Cairo, Egypt**

All technical proposals must be received at the USAID Building by 15:00 hours Cairo time on December 12, 2001. NO PROPOSALS WILL BE ACCEPTED AFTER THE CLOSING TIME AND DATE.

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES 1 11	
2. AMENDMENT/MODIFICATION NO. ONE		3. EFFECTIVE DATE See block 16c		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
6. ISSUED BY Office of Procurement, USAID/Egypt Unit 64902 APO AE 09839		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP code)				<input checked="" type="checkbox"/> 9A. AMENDMENT OF SOLICITATION NO. 263-02-P-07			
				<input type="checkbox"/> 9B. DATED (SEE ITEM 11)			
				<input type="checkbox"/> 10A. MODIFICATION OF CONTRACT/ORDER NO.			
				<input type="checkbox"/> 10B. DATED (SEE ITEM 13)			
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended <input checked="" type="checkbox"/> is not extended. Offerors must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required) N/A							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
<input type="checkbox"/> A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify Authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
<input type="checkbox"/> B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY							
<input type="checkbox"/> C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
<input type="checkbox"/> D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)							
<p>The purpose of Modification no. 1 is to provide clarification to a number of questions raised as shown on the Continuation sheet, and to attach to Section J, the list of firms that requested the RFP.</p>							
<p>Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.</p>							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Celeste Fulgham Contracting Officer			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(Signature of person authorized to sign)				(Signature of person authorized to sign)		12/04/2001	

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14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) – CONTINUATION

- Q. 1. Will the outplacement services, if requested, be for Egyptian staff, for USDHs, or both? In Section C, at the end of the last Paragraph of the subsection titled "Purpose of Contract", the RFP refers to "providing outplacement services for retiring Egyptian staff". However, Item (f), in the subsection titled "Deliverables", is ambiguous, it calls for "outplacement services for employees".
- A.1. As mentioned in Section C, at the end of the last paragraph of the subsection titled "Purpose of Contract", pages C-1 and C-2, **"the outplacement services are for Egyptian Staff only."**
- Q.2. In Section M, under "Corporate Capabilities", the RFP stipulates as the first evaluation criterion, "Demonstrated ability to provide the full range of human resource management, conference facilitation and organizational development skills". This criterion seems much broader than the requirements for performing the tasks outlined in Section C. Please clarify.
- A.2. Given the "task order" nature of this contract, we may need strong facilitators and HR related skills. It is important for the firm to have this capacity, although it may not be needed. We believe having this capacity will provide the institutional base and resources USAID may call upon for specific services.
- Q. 3a. What type of contract is contemplated? Section B.2 refers to a "Cost Reimbursable contract", while L.2. states that USAID/Egypt intends to enter into a "Fixed Price Contract."
- Q.3b. Please clarify what contract type is contemplated. It appears an IQC-type with fixed price task orders and an overall Ceiling for the IQC. (i.e. sum of all task orders) not exceed \$250,000 is contemplated. However, section L.2 states a Firm Fixed Price Contract is contemplated. Are two contracts intended?
- A.3. It is only one contract , and the information about contract type, will be communicated at the time the cost proposals are requested.
- Q.4. Reference Section L.5 (c): By specifying 10 characters per inch for the technical proposal, you are implying the font must be Courier size 10. Is this correct? Or is the implication to use no less than size 10 font with other font types (i.e. New Times Roman, Arial, etc.)
- A.4. Section L.5 specifies 10 characters per inch with each page numbered consecutively. It is meant the font to be size 10, although we prefer Courier size 10, other fonts as well may be used.
- Q.5. Clarify that this RFP is a local procurement intended for locally established Egyptian-owned or U.S. owned firms (i.e. physically located in Egypt) who could partner with U.S. based 8a firms specializing in human resources/recruiting?
- A.5. Yes, your understanding is correct.
- Q.6. Clarify that the RFP calls for resumes of the company principals, the company managers, and the key personnel proposed. Are all these personnel required for the project implementation phase?
- A.6. This is a "task order" contract. We may not need all personnel for all tasks and start up implementation phase, but we need to know what HR talent is available in your firm to select the very best.

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14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) – CONTINUATION

- Q.7. Reference Attachment A, "List of USAID identified 8(a) human resource organizations", we need to know the fax numbers or e-mails, for the "Public Affairs International, Inc." and "Smartwriters, Inc."
- A.7. "Smartwriters, Inc." e-mail address is as follows:-
Swriters@printmail.com or
www.swiconsulting.net
 "Public Affairs International, Inc."
 There phone and fax no. are the same no. (301) 593-5800
- Q.8.a. Before our final decision is made, we would like to know if bidding on this effort will preclude us from any other work with the mission?
- Q.8.b. I am writing to ask a question regarding subject RFP. Will the successful offeror be restricted from bidding on other Procurement opportunities funded by the mission? In other words, does the mission anticipate any conflicts of interest between the work on the HR contract with other contracts?
- A.8. It is possible, given the nature of this procurement that firms may be precluded from responding to certain future solicitations. Please see CIB 99-17 at the following link:-
http://www.usaid.gov/procurement_bus_opp/procurement/cib/cibs99.exe
- Q.9. Please allow me to pick up "Solicitation Provisions Incorporated by Reference (FEB 1998). I understood from page (L3) that this document is required. I have received already the (RFP) but not the mentioned above provisions. Please allow me to pick it up and any other necessary forms in need to be filled by the offeror.
- A.9. In Section L.3, "Solicitation Provisions Incorporated by Reference (FEB 1998), the full text of a solicitation provision may be accessed electronically at this/these address(es):
<http://www.arnet.gov/far>

The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer.

In addition to the above, and to "Standard Form 33" and "Standard Form 30", no other necessary forms in need to be filled by the offeror.

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Attachment J

List of the Requestors of the RFP No. 263-02-P-07

Personnel and Human Resources for USAID/Egypt

List of the Requestors of the RFP No. 263-02-P-07

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